

ASSISTANT DIRECTOR/LEAD TEACHER

Position Announcement

(Open)

BACKGROUND:

The Kaibab Early Learning Center is seeking an enthusiastic and motivated Assistant Director/Lead Teacher. The individual will be responsible for overseeing their classroom and will assume the duties of the Center Director in their absence; provide a safe, nurturing learning environment; implement activities that inspire and encourage social, physical and intellectual development among children; by giving children the opportunity to explore each day, they are helping them understand and expand their individual interests, assert their independence, build self-esteem, and most importantly, prepare them as they enter into elementary school.

TITLE:	Assistant Director/Lead Teacher
DEPARTMENT:	Kaibab Early Learning Center
SUPERVISOR:	ELC Director
OPENS:	January 28, 2015
CLOSES:	Until Filled
STATUS:	Full-time, Permanent/Benefits after 90 days
SALAR:	\$10.00 hr

DUTIES & RESPONSIBILITIES:

The Assistant Director/Lead Teacher will provide care and support to children of various ages; prepare lesson plans that are creative, age-appropriate, and are within the guidelines of the curriculum selected; they will interact with parents and welcome them to become active in their children's development and growth; provide information regarding their children's progress, address concerns, and maintain an environment that is respectful of child and family cultures, values and differences of all children; keep parents/guardians informed by posting parent information on parent information boards such as lesson plans, meal plans, daily schedules and upcoming events; supervise children at all times and be actively involved; help maintain the environment and keep it in a safe and healthy condition on a daily basis (e.g. checking for broken equipment, keeping their classroom clean, sterilize toys, etc.); promote the importance of good hygiene, care and guidance toward others.

The Assistant Director/Lead Teacher will work closely with the Childcare Director; will keep the Director informed of important information regarding the children, parents, staff, and Center; will supervise the Receptionist/Floater and will work with the Center Director to set up their work schedule to ensure ratios of staff to student are met; will assist in responsibilities of other duties in the event other personnel or the Center Director is not available; attend and participate in staff meetings, center events and parent meetings plus conduct parent tours. As the Assistant Director, they will be knowledgeable in all areas of the Learning Center and must know emergency procedures.

MINIMUM QUALIFICATIONS:

Must have a positive and creative personality to help students learn; engage in behaviors conducive to team building with staff, such as open communication, encouragement, support and tolerance of each other; be a team player; possess organizational and leadership skills; must have knowledge and experience of Windows-based programs such as Microsoft Office products (Word, Excel, etc.)

Applicant must meet the requirements for certification for a Preschool Teacher as outlined in the Arizona

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

DRIVER'S LICENSE AND DRIVING RECORD POLICY:

All employees, except convenience store clerks, must present and maintain a valid driver's license and a driving record acceptable to our insurer. When an applicant applies for employment, a current driving record must be submitted with the application or they will not be allowed to interview.

Employment applications are available online– www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director, LaTosha Mayo at (928) 643-7245.

Only completed applications will be accepted. All applications must have a copy of requested education requirements; Driver's License, 36 month Driving Record and a completed fingerprint card submitted (can be picked up at HR office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE
INDIAN PREFERENCE ACT

